

1 **RULES OF PROCEDURE**
2 **FOR THE CORUNNA CITY COUNCIL**
3 **November 21, 2005 As Approved**
4
5

6 **I. Scope**
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8 These rules shall govern the Corunna City Council proceedings unless amended or suspended
9 by a vote of four (4) Council members. No amendment of a rule shall be effective until the
10 next regularly scheduled meeting of the City Council. An amendment of these rules shall
11 appear in the minutes of the meeting at which adopted, and the text of the amendment and its
12 date shall be certified by the Clerk/Treasurer on an addendum to the official set of rules held by
13 that official. Copies of the amended text shall be furnished each Council member, the Mayor,
14 the City Manager and the City Attorney. Unless amended, repealed, or replaced, these rules
15 shall remain in force until the first Regular Council Meeting after the next bienial City election.
16 At which time they shall be presented for re-adoption and/or modification. ([Charter Section](#)
17 [5.2e\)](#)
18

19 All references to "Charter Sections" are to Sections of the Revised Charter of the City of
20 CORUNNA, as affirmed November 6, 2001.
21
22

23 **II. Council Meetings and Standing Committee Meetings**
24

25 **A. Notice.** All Council meetings shall be open to the public and conducted in accordance with
26 the Open Meetings Act. Public notice of all meetings shall be given as provided in the Act, by
27 the Clerk/Treasurer. ([Charter Section 5.2c\)](#)
28

29 **B. Regular Council Meetings (RCM).** Regular Meetings shall be held on the first and third
30 Monday of each month at 7:00 pm in the Corunna City Hall unless adjourned by the Council or
31 unless that day is a legal holiday, in which case the meeting shall be held on the next day that is
32 not a legal holiday. Regular meetings may be recessed for up to 36 hours without the posting
33 of any additional notice. ([Charter Section 5.2\)](#) ([Charter Section 8.10\)](#) ([Open Meetings Act\)](#)
34

35 **C. Special Council Meetings (SCM).** Special Meetings shall be called by the Clerk/Treasurer
36 on request of the Mayor or any two Council members. Written notice stating each matter to be
37 considered at a Special Meeting shall be given each Council member, unless the entire Council
38 is present and waives notice. Written notice of any special meeting shall be provided to any
39 newspaper published within five (5) miles of the City of Corunna. Notice must be given 18
40 hours prior to the meeting. Business shall not be transacted on items not stated in the notice of
41 such meeting, unless consented to by all Councilpersons elected and appointed. ([Charter](#)
42 [Section 5.2a\)](#) ([Charter Section 5.2b\)](#) ([Open Meetings Act\)](#)
43

44 **D. Emergency Meetings.** Emergency sessions may be called by four (4) Council members
45 without a written notice or time constraints if the public health, safety or welfare is severely
46 threatened and the delay would be detrimental to efforts to lessen or respond to the threat.
47
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49 **E. Standing Committee Meetings.**

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- 51 1) **Committee of the Whole Meetings (COW).** Committee of the Whole Meetings shall
- 52 be held on the fourth Monday of each month at 6:30 pm in the Corunna City Hall
- 53 unless adjourned by the Committee or unless that day is a legal holiday, in which case
- 54 the meeting shall be held on the next day that is not a legal holiday. Additional
- 55 meetings may be called by the Clerk/Treasurer on request of the Committee
- 56 **Chairman** or any two Council members provided 18-hour notice is given. ([Open](#)
- 57 [Meetings Act](#))
- 58
- 59 2) **Council Work Session Meetings (CWS).** The City Manager may, from time to time,
- 60 upon the approval of the Mayor or any two Councilpersons, call for a Council
- 61 Worksession provided 18-hour notice is given. ([Open Meetings Act](#)).
- 62
- 63 3) **Pre-Council Meetings (PCM).** Pre-Council Meetings shall be held prior to each
- 64 Regular Council Meeting (RCM) at 6:30 pm in the Corunna City Hall unless
- 65 adjourned by the Mayor or any two Councilpersons. Earlier meetings may be called
- 66 by the Clerk/Treasurer on request of the Mayor or any two Council members provided
- 67 18-hour notice is given. ([Open Meetings Act](#))
- 68

69 **F. RCM & SCM Pre-Meeting Packets.** The Clerk/Treasurer under the direction of the City

70 Manager shall cause a pre-meeting packet for each Regular Council meeting to be delivered to

71 the Mayor and each Council member at their residence or place of business, by the end of the

72 day on the Thursday preceeding the meeting or a soon thereafter as possible. The packet

73 pertaining to a special Council meeting shall be delivered at least 18 hours prior to the meeting

74 or as soon thereafter as possible. The packet for all meetings shall contain the proposed

75 meeting agenda and all matters proposed to be considered at the meeting plus their supporting

76 documents when available. ([Charter Section 5.2i](#))

77

78 **G. Quorum.** A quorum is established when four (4) or more Council members are present in

79 person at a RCM, SCM or COW meeting. If a quorum is lost, defeated, or not established, the

80 remaining members shall adjourn the meeting from time to time until a quorum is present.

81 ([Charter Section 5.2d](#))

82

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84 **H. Attendance at Meetings.**

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- 86 1. **Mayor and Council.** The Mayor and members of the City Council should attend all
- 87 Regular Council meetings, Special Council meetings, and Standing Committee Meetings as
- 88 assigned. Any member of the Council who refuses to attend Regular Council or Special
- 89 Council meetings after a vote by two (2) members compelling said attendance, shall be
- 90 deemed guilty of misconduct in office. Any Councilperson or the Mayor, upon the
- 91 unexcused absence from three (3) consecutive Regular Council meetings or twenty-five
- 92 (25%) of Regular Council meetings in any calendar year, shall constitute an automatic
- 93 vacancy of the office. ([Charter Section 3.2\(10\)](#)) ([Charter Section 5.2f](#))
- 94
- 95
- 96
- 97 2. **City Manager.** The City Manager shall attend all special, regular, and standing committee
- 98 meetings of the Council, with the right to be heard in all Council proceedings, but without

the right to vote. The City Manager may recommend to the Council, from time to time, such measures as he/she deems necessary or appropriate for the improvement of the City or its services. Before each meeting the City Manager shall prepare the agenda and obtain reports for business matters and other items to be presented to the Council. The City Manager shall attend additional meetings as directed by the Council or by Charter. ([Charter Section 4.9i](#)) ([Charter Section 4.9j](#))

3. **City Clerk/Treasurer.** The Clerk/Treasurer shall be the Clerk/Treasurer of the Council and shall attend all regular and special meetings of the Council and shall keep the minutes of the meeting and perform such other duties as may be requested by a majority vote of the Council. The Clerk/Treasurer shall attend additional meetings as directed by the City Manager. ([Charter Section 4.10](#)) ([Charter Section 5.2f](#))
4. **City Attorney.** The City Attorney shall attend regular and special meetings of the Council when directed by the City Manager or upon the vote of two (2) Council members, and upon request shall give opinions, either written or oral, on questions of law, and shall act as Council parliamentarian. ([Charter Section 5.2f](#))
5. **Chief of Police.** The Chief of Police shall attend meetings as directed by the City Manager or upon the vote of two (2) Council members. The Chief of Police shall act as or designate an officer to act as Sergeant-at-arms during regular and special Council meetings and any additional meetings as directed by the City Manager. The Sergeant-at-arms shall be responsible to maintain order at the Council meetings. ([Charter Section 5.2f](#))
6. **Other City Officers and Staff.** The attendance of any department head or employee of the City to attend regular or special meetings of the Council shall be required when directed by the City Manager or upon the vote of two (2) Council members. ([Charter Section 5.2f](#))
7. **Excused Absences.** To the extent possible, prospective absences and the reason for absence shall be reported to the Clerk/Treasurer before the meeting, who shall record the reason with the minutes of the meeting. The Council by resolution may decline to excuse the absence of any elective official or appointive officer from a meeting. Any officer of the City who refuses to attend meetings as directed or who fails to conduct himself/herself in an orderly manner shall be deemed guilty of misconduct in the office. ([Charter Section 5.2f](#))

I. Minutes of Regular and Special Meetings. An account of all Regular meetings and Special meetings of the Council and minutes of each meeting shall be prepared and kept by the Clerk/Treasurer. A voice recording of each regular and special meeting shall be made and kept by the Clerk/Treasurer until approval of the meeting minutes by Council. Voice recordings shall be erased by the Clerk/Treasurer within 24 hours of the approval of the meeting minutes. The Clerk/Treasurer shall also prepare a summary form of the minutes which shall be published in the local newspaper as soon as practicable following each meeting. Proposed minutes shall be approved by the Mayor and made available for public inspection within ten (10) business days following each meeting. ([Charter Section 5.2h](#)) ([Charter Section 8.1](#)) ([Open Meetings Act](#))

Corrections in the minutes must be made no later than the next meeting after the meeting to which the minutes refer. Corrected minutes must be made available no later than the next

meeting after the correction and must show both the original entry and the correction. ([Open Meetings Act](#))

Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which they are approved by the Council. ([Charter Section 5.2e](#)) ([Charter Section 5.2h](#)) ([Charter Section 8.1](#)) ([Open Meetings Act](#))

J. Open Meetings. The Council shall comply with the provisions of the Open Meetings Act* which are in summary:

- The Open Meetings Act is Act 267, Michigan Public Acts of 1976, as amended (MCL et seq; MSA 4.1800(1 1) et sec).

DEFINITIONS:

“Public body” means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council empowered by state constitution statute, charter, ordinance, resolution or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function...

“Meeting” means the convening of a “public body” at which a quorum of that “public body” is present for the purpose of deliberating toward or rendering a decision or recommendation on a public policy.

“Decision” means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

- 1) All meetings of a public body shall be open to the public and held in a place available to the general public.
- 2) The public has the right to tape-record, videotape, broadcast and/or telecast the meeting.
- 3) All decisions and deliberations of a public body shall be made at an open meeting.
- 4) Members of the public shall not be required to register or provide their names as a condition of attendance, and shall be permitted to address the public body under rules established and recorded by the body.
- 5) Public Notice must be given of all meetings.
- 6) Public meetings shall not be held in a residential dwelling.
- 7) Minutes shall be kept for each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting, and the purpose for which a closed session is held. Minutes shall include roll call votes taken at the meeting.
- 8) The act does not apply to a meeting of a public body which is a social or chance gathering not designed to avoid the law.
- 9) An informal canvas by one member of a public body of all the members of the body is not a meeting for the purposes of the Open Meetings Act. ([St. Aubin v. Ishpeming City Council, 197 Mich App 100 – 1992](#))

- 10) A public body may, without complying with the Open Meetings Act, attend a conference or informational gathering designed to focus upon issues of general concern and intended primarily to provide training and/or background information, provided that the public body may not engage in discussions or deliberations during such a meeting or otherwise

enter into the process of addressing or resolving issues of public policy. ([Attorney General Opinion No. 6074, p. 662, June 11, 1982](#))

II) The burden of establishing that a meeting of a public body is exempt from the Open Meetings Act is on the public body. ([Detroit News v Detroit, 185 Mich App 296 – 1990, lv den](#))

Under the law, the attorney general, prosecutor or any citizen can challenge in circuit court the validity of a decision of a public body made in violation of its provisions. If a decision is made by the body in violation of the law, that decision can be invalidated in court. ([Open Meetings Act](#))

The first time a public official intentionally breaks the law, he or she can be punished by a maximum fine of \$1,000. For a second offense within the same term of office, he or she can be fined up to \$2,000, jailed for a maximum of one year or both. A public official who intentionally violates the act is also personally liable for actual and exemplary damages up to \$500, plus court costs and attorney fees. ([Open Meetings Act](#))

K. Closed Sessions. The Council shall meet in closed session only for the purposes allowed by the Open Meetings Act* which are in summary:

- The Open Meetings Act is Act 267, Michigan Public Acts of 1976, as amended (MCL et seq; MSA 4.1800(1 1) et sec).
- 1. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions,
- 2. To conduct strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- 3. To consider the purchase or lease of real property by the City up to the time an option to purchase or lease that real property is obtained.
- 4. To consult with the City Attorney or any of his or her assistants regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the City Council. A public body may not hold closed sessions with attorney under the attorney-client privilege, if the discussion is of nonlegal matters. ([Booth Newspaper v Wyoming, 168 Mich App 459 – 1988](#))
- 5. To review the specific contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. All interviews by the City Council for employment or appointment to a public office shall be held in an open meeting.
- 6. To consider material exempt from discussion or disclosure by state or federal statute.

The person requesting a closed session shall state the purpose or purposes of such session. The stated purpose(s) for the session shall constitute the only agenda items in the closed session. An affirmative vote by no less than Four (4) Council members is required to call a closed session. The Council by majority vote may adjourn a closed session or open the meeting to the public. Council members may deliberate during closed sessions, but shall not make any decisions, determinations, actions, votes or dispositions upon a proposal, recommendation, resolution, order or ordinance in closed session. Council may arrive at a conclusion as to negotiating strategy at a closed meeting. That conclusion is not a “decision” that the Open Meetings Act requires to be made at an open meeting. ([Open Meetings Act](#)) ([Moore v Fennville Public Schools Board of Education, 223 Mich App 196 – 1997](#))

A separate set of minutes of the closed session shall be taken by the City Clerk/Treasurer, or other such designated person taking minutes at the closed session. These minutes must include the place, date, and time of the meeting, the members present and absent, and the purposes of the session. These minutes shall be retained by the City Clerk/Treasurer, and shall not be available to the public and shall only be disclosed if required by a civil action filed under Section 10, 11, or 13 of the Open Meetings Act. The minutes of a closed session shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved. ([Open Meetings Act](#)) ([Attorney General Opinion No. 6817, p. 190, September 14, 1994](#))

L. Meeting Participation. The public is invited and encouraged to attend all City Council and Committee Meetings and to address the City Council during the period reserved for public comment. The Council shall make every effort to reorder the agenda to encourage public participation and shall provide that citizens shall have a reasonable opportunity to be heard. Unless granted more time by the Mayor or a majority vote of the Council, each member of the public is limited to three (3) minutes to address the Council at each Call to the Audience. Unless granted more time by the Mayor or a majority vote of the Council, each Call to the Audience session (citizen in-put to the Council) shall be limited to a total of fifteen (15) minutes. The public does not have a right to be heard outside of the Call to the Audience period(s) of the meeting, although individual members of the public may, from time to time, be recognized by the presiding officer, subject to objection by Council, to address an issue under discussion. In any event, all matters to come before the meeting shall be addressed to the presiding official ([Charter Section 5.2c](#))

III. Conduct of Meetings

- A. **Presiding Official.** The Mayor shall preside at all Council meetings. The Mayor Pro Tem shall preside in the absence of the Mayor or at the call of the Mayor. If neither person is present at a meeting, the Council shall select one of its members to preside until the Mayor or Mayor Pro Tem is present and seated. Committee Chairpersons shall preside at all Committee meetings. All matters to come before the meeting shall be addressed to the presiding official. ([Charter Section 4.5a](#)) ([Charter Section 4.6](#))
- The presiding official shall endeavor to conduct the meeting in a fashion that draws a balance between the informality and congeniality possible in a small community the size of the City of CORUNNA while also maintaining the decorum and formality necessary to transact business in an orderly fashion. Any member of the Council or other officer of the City who fails to conduct himself/herself in an orderly manner at any Regular or Special meeting shall be deemed guilty of misconduct in office. ([Charter Section 5.2f](#))
- B. **Agenda.** All Regular Council meetings shall be subject to an agenda as prepared by the Clerk/Treasurer under the direction of the City Manager, and delivered to each councilperson by the end of the day on the Thursday preeceeding the meeting or a soon thereafter as possible. The Council at the opening of business at each Regular Council meeting may upon motion ammend the agenda with a majority vote. Ammendment of the agenda for Special Council meetings shall be approved only upon the consent of all Councilpersons elected and appointed. Any item placed on the agenda at any Council meeting shall appear on each successive agenda unless disposed of, tabled indefinitely or tabled until a certain date at which time the item shall reappear. ([Charter Section 5.2b](#)) ([Charter Section 5.2i](#))

The agenda of each Regular Council meeting shall consist of the following:

1. Call To Order
2. Roll Call
3. Pledge Of Allegiance
4. Moment Of Silence
5. Resolution Approving The Minutes From The Previous Meeting
6. Resolution Approving The Agenda And Ammendments To The Agenda.
7. Resolution Approving Vendor Dispursements.
8. Public Comment
9. Business Items
10. Council Roundtable Discussion
11. Public Comment
12. Adjournment

321 **C. Discussion**

322 All Councilpersons shall have the right to be heard during discussion periods, subject to
323 a motion with support having been being placed on the floor, as well as
324 during Council Roundtable Discussion period(s). Only one person shall speak at a time,
325 and only one main proposition can be on the floor at a time. The right of the presiding
326 officer to limit discussion outside of Parliamentary Procedure shall be subject to
327 objection by Council. All officials shall be addressed in one of the following manners:

- 328 1. Mr/Ms Councilperson/Mayor/Position
- 329 2. Mr/Ms (Lastname)
- 330 3. Councilperson/Mayor/Position (Last Name)

331
332 **D. Parliamentary Procedure**

333
334 Parliamentary procedure is not meant to be restrictive or prevent free expression of
335 opinion, but rather to serve as a protection of the rights of all – the majority, the minority,
336 individual members, absent members, the public and all of these together. The purpose is to
337 expedite business, maintain order, insure justice, and make sure that the will of the
338 organization is accomplished properly and fairly. These procedures are designed to help,
339 not hinder the process.

340
341 Conflicts, definitions, omissions, ambiguities, and/or other insufficiencies in these rules
342 shall be decided as per Robert's Rules of Order Newly Revised 9th Edition.

343
344 Any matter before the Council for action shall be brought by a motion of a
345 Councilmember. All motions shall begin with "I Move..." followed by the action to be
346 considered. Upon a "second" to the motion, the member who made the motion has first
347 priority in speaking to the question.

- 348
349 1. **Precedence and Classification of Motions.** Motions shall consist of four classes: main
350 motions, subsidiary motions, incidental motions, privileged motions, and reversal motions.
351
- 352 2. **Main Motions.** This group consists of all motions which bring or raise a particular subject
353 to the Council for decision, as opposed to a procedural issue. These motions will
354 constitute the principal business of a meeting.
355
- 356 3. **Subsidiary Motions.** This is a group of alternative methods of changing or disposing of a
357 main motion. Such motions are always subsidiary to a main motion and therefore can only
358 be proposed when the main motion is before the Council.
359
- 360 4. **Privileged Motions.** These motions are given precedence over all motions. They deal
361 with rights and privileges of members and do not directly affect the main motion.
362
- 363 5. **Incidental Motions.** These motions are concerned with the rights and privileges of the
364 members, and their purpose is to handle procedural problems which arise out of the
365 consideration of the business at hand.
366
- 367 6. **Reversal Motions.** These motions are to consider again a motion already decided and are
368 to be brought to the table by a member on the prevailing side of the decided motion.

The following are divisions of the types of motions:

I. Main Motion

1. General Main Motion

II. Subsidiary Motions

2. Lay on the Table
3. Postpone Temporarily
4. Vote Immediately (Call the Question)
5. Limit Debate
6. Postpone Definitely
7. Refer to Committee
8. Remove from Committee
9. Amend or Substitute
10. Postpone Indefinitely
11. Take from the Table

III. Privileged Motions

12. Adjourn
13. Recess
14. Question of privilege

IV. Incidental Motions

15. Appeal
16. Point of Order
17. Parliamentary Inquiry
18. Withdraw a Motion
19. Suspend Rules

V. Reversal Motions

20. Rescind
21. Amend

IV. Voting

A. Required Vote Of Members Present. Unless otherwise stated in these rules, required by ordinance or charter, or by state or federal law, the passage of all matters before the City Council shall require the affirmative vote of a majority of the members present at any meeting. The Mayor shall vote only in the case of a tie, except when the Mayor has a conflict of interest. The Mayor Pro Tem shall have a vote, even when presiding over the meeting. ([Charter Section 4.5a](#))

B. Special Required Votes of Council. Charter provisions for special vote requirements are as follows:

- 1) Veto Override: Requires the affirmative vote of one less than the total number of Councilpersons then holding office. ([Charter Section 4.5d](#))
- 2) Unless by the affirmative vote of four (4) Councilpersons, no office shall be created or abolished, no tax or assessment shall be imposed, no street, alley, or public ground

shall be vacated, no real estate or any interest therein shall be sold or disposed of, no action shall be taken to condemn private property for public use, no money shall be appropriated, nor shall any vote of the Council be reconsidered or rescinded. (Charter Section 5.16)

- 3) The City Manager shall serve at the pleasure of, and be subject to removal by the Council, but he shall not be removed from office during a period of sixty days following any regular city election except by the affirmative vote of five (5) members of the Council. (Charter Section 4.8a)
- 4) Ordinances may be enacted, amended or repealed by the affirmative vote of no less than four (4) Councilpersons. (Charter Section 5.4)
- 5) The Council, may by a vote of not less than two (2) of its members, compel the attendance of its members and other officers of the City at its regular and special meetings and enforce orderly conduct therein. (Charter Section 5.2f)
- 6) Councilpersons under appointment to a Commission, Board or Authority shall serve at the pleasure of and as a representative of the Council. Any Councilperson may be removed without cause from his/her position on said Commission, Board or Authority upon the affirmative vote of four (4) Councilpersons.
- 7) An affirmative vote by no less than Four (4) Council members is required to call a closed session.
- 8) Emergency sessions may be called by four (4) Council members without a written notice or time constraints if the public health, safety or welfare is severely threatened.

C. Calling for the Vote. In the first instance the Mayor or member presiding over the Council meeting shall call for a Roll Call vote for and against the matter, by "yes" and "no" responses. If on a Roll Call vote no Council member states opposition to the motion, it shall be deemed to have passed unanimously. (Charter Section 5.2e)

D. Abstentions. No Councilperson shall vote on any question in which he/she has a financial interest other than the common public interest or any question concerning his/her own conduct. On all other questions, each council person present shall vote unless excused by unanimous consent of the remaining members present. A Council member may abstain from a vote for approval of minutes if the member did not attend the meeting for which the minutes apply. (Charter Section 5.2g)

E. Veto Power. The Mayor shall have Veto Power. The Mayor shall have power to veto any Ordinance or Resolution (motion) adopted by the Council, by writing the word "VETO" then signing and dating the same, at any time before the beginning of the next Regular meeting of the City Council. Any Ordinance or Resolution (motion) not so marked by the time the next Regular meeting of the Council is called to order, shall stand approved. The Mayor shall, during the next Regular meeting, inform the Council of such Veto and shall, at such time, state his reason and grounds for such a veto. (Charter Section 4.5a) (Charter Section 4.5b) (Charter Section 4.5c)

F. Veto Override. Any member of the Council, upon notice from the Mayor at the Regular meeting or at any of the following two (2) succeeding meetings, may make a motion to override the Mayor's veto, which motion must have at least an affirmative vote of one less than the total number of Councilpersons then holding office, to prevail. If the motion

prevails, the Ordinance or Resolution shall stand as originally adopted. If not, the Ordinance or Resolution shall be null and void. (Charter Section 4.5d)

V. Conduct of Council Members.

- A. Each Council member and the Mayor shall conduct himself or herself in a manner consistent with the dignity and decorum of the office and shall act in a manner which accords respect to the public, staff members, the Mayor and fellow Council members.
- B. Council members shall comply with ethical rules as may be adopted by the City Council.
- C. Except for purposes of inquiries and investigations authorized by it, the Council, its committees, and its members shall deal with administrative officers and employees of the city solely through the City Manager concerning matters relating to the performance of their several official duties and employments. No action contrary thereto shall be valid or binding upon the City Manager or any officer or employee of the City. Any violation of the provisions of this paragraph shall constitute a violation of this Charter. Neither the Council, its members, nor the Mayor shall give orders to any such officer or employee either publicly or privately. (Charter Section 5.16)

VI. Council Standing Committees

Three standing committees are established by these Rules to assist the City Council in its work. The committees are the Committee of the Whole, the Council Work Session, and the Pre-Council Meeting. The committees are not formed for the purpose of removing prerogatives from the City Manager or the Council granted by the City Charter, but rather to enhance their abilities to perform efficiently and economically.

- A. **Attendance and Minutes.** The City Manager and a staff person, who shall keep minutes, shall attend meetings of each committee. The Mayor shall be an ex-officio member of each committee without vote.
- B. **Committee of the Whole:** Responsibilities of this committee shall include review and recommendations on employment and labor contracts and shall preside as the Finance Committee for issues related to the budget. The foregoing, however, shall not prevent the City Council from referring any item to a committee.
- C. **Council Work Sessions.** Council Work Sessions are informational gatherings designed for the purpose of training, education, strategic planning, fact finding, and other related purposes. Council Worksessions will not require that a quorum be present, as no formal deliberations, actions, decisions or recommendations may be made.
- D. **Pre-Council.** Pre-Council Meetings are informational gatherings designed for the purpose receiving reports from the City Manager and city staff, consideration of the council agenda for additions and/or deletions, obtaining clarifications regarding meeting packet information, and other related purposes. Pre-Council Meetings will not require that a quorum be present, as no formal deliberations, actions, decisions or recommendations may be made.

516 **E. Committee Minutes:** Each committee shall submit minutes of its meetings to the Council.

517
518 **F. Committee Rules:** Each committee will operate under the Rules of Procedures as herin
519 adopted.

520
521 **G. Additional Committies:** Nothing in these rules shall prevent the City Council from creating
522 additional committees, including ad-hoc committees.

523 524 525 **VII. Legislation**

526
527 **A. Ordinances and Resolutions.** All action taken by the City Council shall be by ordinance or
528 by resolution (motion), as provided by the City Charter. All acts carrying a penalty for the
529 violation thereof shall be by ordinance. ([Charter Section 5.4](#))

530
531 **B. Ordinances.** Any one or more Council members may introduce a request for an ordinance,
532 or an amendment of an ordinance, on a form the Council shall provide. The form shall be
533 submitted to the Clerk/Treasurer who shall record the date and time of receipt of the request,
534 and shall provide a copy of the request to the City Manager, the City Attorney, and to any
535 department head affected by the request, and shall also provide a copy to each City Council
536 member and the Mayor by placing a copy in the next City Council pre-meeting packet. The
537 Clerk/Treasurer will place the request for action on the agenda for the next regular City
538 Council meeting, under a separate heading. If the Council pre-meeting packet does not
539 contain a copy, the request may not be considered until the next meeting unless the Council
540 votes otherwise.

541 The Clerk/Treasurer shall provide a copy of the text of a proposed ordinance or amendment
542 to the Mayor and to each Council member. In each ordinance amending an existing
543 ordinance, changes or new matters shall be placed in capital type, and matter which has been
544 omitted shall be indicated by printing in stricken through type. Every ordinance shall have
545 endorsed thereon the name of the Council member or members introducing it.

546
547 All ordinances and their amendments must be in writing and shall be approved as to form
548 and section numbering by the City Attorney. The regular order for consideration of
549 ordinance proposals shall be:

- 550
551 1. Introduction, first reading by title.
552 2. Referral to applicable committee, if appropriate.
553 3. Public hearing scheduled by Council when required, to be held not sooner than five
554 days after notice of the hearing is posted, except in the case of emergency ordinances.
555 4. Written committee or staff reports on the ordinance presented to the Council.
556 5. Final reading and passage.

557
558 The style of all ordinances passed by the Council shall be: "The City of Corunna Ordains:".
559 Each Ordinance passed by the Council shall be published at least once within fifteen (15)
560 days after the adoption of the ordinance by the Council. All ordinances shall become
561 effective immediately ypon the publication thereof or a date subsequent as provided by the
562 ordinance. ([Charter Section 5.4](#))

- 564 C. **Resolutions.** All action taken by the Council, that are not otherwise required to be
565 accomplished by ordinance by the City Charter or by state or federal law, shall be
566 accomplished by resolution (motion). Any member intending to place a resolution on the
567 Council agenda shall submit a written request stating the resolution to the Mayor or City
568 Manager not less than five (5) days prior to the Council meeting at which the member
569 wishes the resolution to be considered. The City Manager shall include this request for
570 resolution in the pre-meeting packet to be presented to the Council for the next applicable
571 regular Council meeting. The Mayor shall place the item on the agenda for consideration to
572 be approved by Council at the next regular Council meeting.
573
574

575 **VIII. Appropriations.**

576

- 577 A. **Finance Committee.** The Council shall have a Finance Committee which shall include all
578 Council members and the Mayor, ex officio, without vote. The finance committee shall be
579 known as the Committee of the Whole. The chair shall convene the Committee in March to
580 consider and review budget requests by all City agencies.
581

- 582 B. **Preparation of Budget Recommendation.** The City Manager is designated the budget
583 officer by City Charter. Each board, commission, authority, or other agency, officer and
584 department head shall submit a recommended budget to the City Manager on or before the
585 first day of March each year. The recommendation shall include a detailed budget with
586 supporting explanation of an proposed expenditures. ([Charter Section 6.2](#))
587

588 The City Manager shall prepare and submit to the Mayor and Council on or before the first
589 regular meeting in April of each year a budget document covering the next fiscal year,
590 tabulating the recommendations of the several officers, department heads and agencies,
591 which shall include at least the following information:
592

- 593 1. Detailed estimates, with supporting explanations of all proposed expenditures for each
594 department and office of the City, together with the expenditures for
595 corresponding items for the last preceding fiscal year in full and for the current year to
596 March 1 and estimated expenditures for the balance of the current fiscal year;
597
- 598 2. Statements of the bonded and other indebtedness of the City, showing the debt
599 redemption and interest requirements, the debt authorized and unissued, and the
600 condition of sinking funds, if any;
601
- 602 3. Detailed estimates of all anticipated revenues of the City from sources other than taxes,
603 with a comparative statement of the amounts received by the City from each of the
604 same or similar sources for the last preceding fiscal year in full, and for the cur-rent
605 fiscal year to March 1, and estimated revenues for the balance of the current fiscal year;
606
- 607 4. A statement of the estimated balance or deficit for the end of the current fiscal year;
608
- 609 5. An estimate of the amount of money to be raised from current and delinquent taxes and
610 the amount to be raised from bond issues which, together with any available
611 unappropriated surplus and any revenues from other sources, will be necessary to meet
612 the proposed expenditures;

613
614 6. Such other supporting schedules as the Council may request.
615

616 C. **Adoption of Budget, Tax Limit.** Not later than the third Monday of May, the council shall,
617 by resolution, adopt the budget for the next fiscal year and shall, in such resolution make an
618 appropriation for the money needed for municipal purposes during the ensuing fiscal year of
619 the City and provide for a levy of the amount necessary to be-raised by taxes upon real and
620 personal property for municipal purposes. The levy shall not exceed one and one half
621 percent (1 1/2%) of the assessed valuation, as equalized of all real and personal property
622 subject to taxation in the City. ([Charter Section 6.3](#))
623

624 D. **Budget Control.** No money shall be drawn from the treasury of the City without an
625 appropriation, nor shall any obligation for the expenditure of money be incurred without an
626 appropriation covering all payments which will be due under such obligation in the current
627 fiscal year. The Council may transfer any unencumbered appropriation balance, or any
628 portion of it, from one department, fund or agency to another. In the case of emergency,
629 opportunity, or when necessary to protect the public health, safety or welfare, the Council
630 may make additional appropriations to cover unanticipated expenditures required of the City
631 because of such emergency or opportunity. The balance in any appropriation which has not
632 been encumbered at the end of the fiscal year shall revert to the balance of the fund from
633 which appropriated. ([Charter Section 6.4](#))
634

635 E. **Budget Reports.** At the beginning of each quarterly period during the fiscal year, and more
636 often if required by the Council, the officer responsible for maintenance of the City
637 accounting systems shall submit to the Council data showing the relation between the
638 estimated and actual revenues and expenditures to date; and if it shall appear that the
639 revenues are less than anticipated, the Council may reduce appropriations, except amounts
640 required for debt and interest charges, to such a degree as may be necessary to keep
641 expenditures within the revenues. ([Charter Section 6.4](#))
642

643 F. **Annual Audits.** An independent audit shall be made of all accounts of the city government
644 at least annually. Such audit shall be made by certified public accountants experienced in
645 municipal accounting. ([Charter Section 6.7](#))
646

647 G. **Unappropriated Expenditures and Obligations.** Resolutions approving an expenditure
648 and/or obligation for which monies have not been appropriated, shall provide for the
649 appropriation of the monies necessary for the expenditure and/or obligation and amend the
650 budget accordingly as required under Paragraph D (Budget Control). ([Charter Section 6.4](#))

651 1) **Additional Appropriations:** In the case of emergency arising from a pressing need
652 and necessary to protect the public health, welfare, or safety (excluding regular or
653 recurring requirements), the Council may make additional appropriations.
654

655
656 2) **Transfer of Appropriations:** In the case other than emergency, the Council shall not
657 increase appropriations, but may transfer any unencumbered appropriation balance,
658 or any portion thereof, from one department, fund, or agency to another.
659

660 Unless by the affirmative vote of four (4) Councilpersons no money shall be appropriated.
661 ([Charter Section 5.16](#))
662

IX. Council and Mayoral Appointments

Authority, Committee, Commission and Board structure and appointment shall be as approved by Council in the Rules of Procedure subject to applicable Federal, State, Charter and Agreement requirements. City Code and Organizational By-Laws will be amended when allowed and only after proper procedure has been followed, to comply with these Rules of Procedure.

Any Mayorial appointed position which remains unfilled for a period of sixty (60) days shall be appointed by direct Council election, provided that the intent of Council to assume appointment responsibility as a result of extended vacancy is voiced at a Regular Council meeting fifteen (15) days prior to the assumption of responsibility.

If a vacancy occurs in any administrative office and the City Manager fails to recommend an appointment thereto within thirty (30) days from the date the vacancy occurs, then such vacancy may be filled by the Council without recommendation by the City Manager. ([Charter Section 4.9a](#))

Councilpersons under appointment to a Commission, Board or Authority shall serve at the pleasure of and as a representative of the Council. Any Councilperson may be removed without cause from his/her position on said Commission, Board or Authority upon the affirmative vote of four (4) Councilpersons.

A. **Mayor Pro Tem.** The Council shall at its first regular meeting following each regular biennial election, select one (1) of its members to serve as Mayor Pro Tem. The Mayor Pro Tem shall perform the duties of the Mayor when, on account of absence from the City, disability, or otherwise, the Mayor is temporarily unable to perform the duties of his office, and in the case of vacancy in the office of Mayor, until such vacancy is filled by the Council. ([Charter Section 4.6](#))

B. **Vacancy of Office of Mayor, Mayor Pro Tem and Councilperson.** In the event of a vacancy occurring in the office of Mayor, Mayor Pro Tem, or Councilmember, the Council shall appoint any qualified elector to fill the vacancy. Candidates applying to fill a vacancy shall be given the right to speak at the meeting in which the appointment is to be made, and prior to a motion being placed on the floor. Vacancies in elective offices shall, within sixty days, be filled by appointment by the Council of a person possessing the qualifications for the office, who shall hold such office until the next regular city election. At which election such vacancy shall be filled for the unexpired term of such office. ([Charter Section 3.5](#)) ([Charter Section 4.6](#))

C. **City Manager.** The City Manager is the Chief Administrative Officer of the City. All administrative officers shall be responsible to the City Manager in and for the performance of the duties of their several offices. He/she shall be selected by the City Council on the basis of training and ability alone. The Council shall appoint a City Manager within ninety (90) days after any vacancy exists unless an Acting Manager has been appointed for the period of the vacancy. Elective City Officers shall not be eligible for appointment as City Manager or Acting City Manager during a vacancy until two years have elapsed following the expiration of the term for which elected. ([Charter](#)

Section 4.7) (Charter Section 4.8a) (Charter Section 4.8b) (Charter Section 4.9a)
(Charter Section 4.10)

- D. **Administrative Staff Officers.** The Clerk/Treasurer, Assessor, Building Inspector, Attorney, Chief of Police, Fire Chief, Superintendent of Public Works and such additional administrative officers as may be created by ordinance, shall be appointed by the City Council upon recommendation by the City Manager. They shall serve for an indefinite period, to serve at the pleasure of the Council. Any administrative officer may be discharged by the City Manager with conformation by the Council. (Charter Section 4.7) (Charter Section 4.9a) (Charter Section 4.9f(2))
- E. **Committee of the Whole.** The Committee of the Whole shall consist of all six (6) Council members. The membership of the committee shall elect from within the committee both a chairperson and a vice-chairperson to serve at the pleasure of the committee. The Mayor shall serve as ex officio, without a vote.
- F. **Council Work Sessions:** Council Work Sessions shall consist of all six (6) Council members. The Mayor shall preside over all such meetings.
- G. **Pre-Council Meetings:** Pre-Council Meetings shall consist of all six (6) Council members. The Mayor shall preside over all such meetings.
- H. **Corunna Downtown Development Authority Board of Directors.** The Corunna Downtown Development Authority Board of Directors shall consist of eleven (11) members; one (1) Mayor (or his designee) and ten (10) at large members serving for four (4) year terms. The at large members of the board shall be appointed by Mayor, subject to the confirmation of the Council. Eligibility for membership on the board and terms of office shall be as provided in Act No. 197. The membership of the board shall annually, in January, elect from within the board its chairperson, vice-chairperson, treasurer, and secretary. School Board members, Board of Commissioner members, or City Councilpersons shall not serve on this authority. All members shall hold office until the member's successor is appointed. (DDA By-Laws) (PA 197 of 1975) (City Code 30-5)
- I. **Corunna City Building Commission (Building Authority).** The Corunna City Building Commission shall consist of five (5) members. One (1) Councilperson and four (4) at large members serving for five (5) year terms. The members of the commission shall be appointed by Mayor, subject to the confirmation of the Council. Any vacancies in the commission shall be filled by appointment for the remainder of the unexpired term. The membership of the commission shall annually, in April, elect from within the board its chairperson, treasurer, and secretary. All members shall hold office until the member's successor is appointed. (PA 31 of 1948) (Articles of Incorporation)
- J. **Election Commission.** The election commission shall consist of the Clerk/Treasurer, Mayor, and one qualified elector appointed directly by the Council. The Clerk/Treasurer shall be the Chairperson. All members shall hold office until the member's successor is appointed. (Charter Section 3.12)
- K. **Forest Management Commission.** The Forest Management Commission shall consist of five (5) members serving for three (3) year terms. One (1) Councilperson and four (4) At

763 Large. The members of the commission shall be appointed by Mayor, subject to the
764 confirmation of the Council. The members must be citizens and residents of Corunna.
765 Any vacancies in the commission shall be filled by appointment for the remainder of the
766 unexpired term. The membership of the commission shall annually, in January, elect
767 from within the commission a chairperson, vice-chairperson, and secretary. All members
768 shall hold office until the member's successor is appointed. Any Commissioner absent
769 from three consecutive meetings, without approval, will be considered for removal from
770 the commission. (City Code 82-61)
771

772 L. **Parks & Recreation Commission.** The members of the Parks and Recreation
773 Commission are administrative officers of the City. The Parks and Recreation
774 Commission shall consist of nine (9) at large members. They shall serve indefinitely. The
775 members of the board shall be appointed directly by the Council upon recommendation
776 by the City Manager and shall serve at the pleasure of the City Council. Any vacancies in
777 the commission shall be filled by appointment for the remainder of the unexpired term.
778 The membership of the commission shall annually, in January, elect from within the
779 commission a chairperson, vice-chairperson and secretary. Neither the Mayor nor any
780 Councilperson shall serve on this Commission. All members shall hold office until the
781 member's successor is appointed. Any Commissioner absent from three consecutive
782 meetings, without approval, will be considered for removal from the commission. Any
783 administrative officer may be discharged by the City Manager with conformation by the
784 Council. (Charter Section 4.7) (Charter Section 4.9a) (Charter Section 4.9f(2)) (City
785 Code 2-242)
786

787 M. **Softball Commission.** The members of the Softball Commission are administrative
788 officers of the City. The Softball Commission shall consist of seven (7) or nine (9) at
789 large members. They shall serve indefinitely. The members of the board shall be
790 appointed directly by the Council upon recommendation by the City Manager and shall
791 serve at the pleasure of the City Council. Any vacancies in the commission shall be filled
792 by appointment for the remainder of the unexpired term. The membership of the
793 commission shall annually, in January, elect from within the commission a chairperson,
794 vice-chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall
795 serve on this Commission. All members shall hold office until the member's successor is
796 appointed. Any Commissioner absent from three consecutive meetings, without approval,
797 will be considered for removal from the commission. Any administrative officer may be
798 discharged by the City Manager with conformation by the Council. (Charter Section 4.7)
799 (Charter Section 4.9a) (City Code 2-207) (Charter Section 4.9f(2))
800

801
802 N. **4th of July Commission.** The members of the 4th of July Commission are administrative
803 officers of the City. The Fourth of July Commission shall consist of nine (9) at large
804 members. They shall serve indefinitely. The members of the board shall be appointed
805 directly by the Council upon recommendation by the City Manager and shall serve at the
806 pleasure of the City Council. Any vacancies in the commission shall be filled by
807 appointment for the remainder of the unexpired term. The membership of the commission
808 shall annually, in January, elect from within the commission a chairperson, vice-
809 chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall
810 serve on this Commission. All members shall hold office until the member's successor is
811 appointed. Any Commissioner absent from three consecutive meetings, without approval,
812 will be considered for removal from the commission. Any administrative officer may be

discharged by the City Manager with conformation by the Council. ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([City Code 2-231](#)) ([Charter Section 4.9f\(2\)](#))

O. **Corunna Historical Commission.** The members of the Corunna Historical Commission are administrative officers of the City. The Corunna Historical Commission shall consist of nine (9) or eleven (11) at large members serving indefinitely. The members of the board shall be appointed directly by the Council upon recommendation by the City Manager and shall serve at the pleasure of the City Council. Any vacancies in the commission shall be filled by appointment for the remainder of the unexpired term. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson, treasurer and secretary. Neither the Mayor nor any Councilperson shall serve on this Commission. All members shall hold office until the member's successor is appointed. Any Commissioner absent from three consecutive meetings, without approval, will be considered for removal from the commission. Any administrative officer may be discharged by the City Manager with conformation by the Council. ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([City Code 2-181](#)) ([Charter Section 4.9f\(2\)](#))

P. **Planning Commission.** The members of the Planning Commission are administrative officers of the City. The nine (9) member Planning Commission shall consist of six (6) at large members, the Mayor, one (1) Councilperson and one (1) administrative official. The at-large members shall serve for terms of three years. The Mayor and Councilperson shall serve concurrent with their terms of election, and the city administrative official serve concurrent with the term of the Mayor. The at-large members of the board shall be appointed by the Council upon recommendation by the Mayor. The Councilperson position shall be selected by the City Council. The administrative official shall be selected by the Mayor. Any vacancies in the commission shall be filled by appointment for the remainder of the unexpired term. Appointed members shall not hold another municipal office, except that one (1) appointed member may be a member of the Zoning Board of Appeals or Joint Fire Board. At-Large Commission membership shall represent insofar as possible different professions or occupations. The membership of the commission shall annually, in January, elect from within the commission a chairperson, vice-chairperson, and secretary. All members shall hold office until the member's successor is appointed. Any Commissioner absent from three consecutive meetings, without approval, will be considered for removal from the commission. After a public hearing, a member other than the member selected by the Council may be removed by the Mayor for inefficiency, neglect of duty, or malfeasance in office. The councilperson member may for like cause be removed by the Council. ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([City Code 2-157](#)) ([Charter Section 4.9f\(2\)](#)) PA 285 of 1931 as ammended.

Q. **Shiawassee Airport Board.** The the Shiawassee Airport Board shall consist of Five (5) members; One (1) representative from Shiawassee County, one (1) representative from the City of Corunna, one (1) representative from Caledonia Township, one (1) representative from the City of Owosso, and one (1) representative from Owosso Township. Each municipality shall appoint an alternate to the Board. The Corunna representative and alternate of the board shall be Councilpersons or the Mayor and shall be appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in the board shall be filled by appointment for the remainder of the unexpired term. All members shall hold office until the member's successor is appointed. The alternate shall

862 be required to attend a minimum of 50% of the regular meetings of the Shiawassee
863 Airport Board. ([Airport Operating Agreement](#))

864
865 R. **Zoning Board of Appeals.** The members of the Zoning Board of Appeals are
866 administrative officers of the City. The Zoning Board of Appeals shall consist of five (5)
867 members serving indefinitely. The members of the board shall be appointed directly by
868 the Council upon recommendation by the City Manager and shall serve at the pleasure of
869 the City Council. Any vacancies in the board shall be filled by appointment for the
870 remainder of the unexpired term. The membership of the board shall annually, in
871 January, elect from within the board its chairperson, vice-chairperson, and secretary.
872 Neither the Mayor nor any Councilperson shall serve on this Board. All members shall
873 hold office until the member's successor is appointed. Any administrative officer may be
874 discharged by the City Manager with conformation by the Council. ([PA 207 of 1921, Sec](#)
875 [5](#)) ([City Code 86-462](#)) ([Charter Section 4.7](#)) ([Charter Section 4.9a](#)) ([Charter Section](#)
876 [4.9f\(2\)](#))
877

878 S. **Board of Review.** The Board of Review shall consist of five (5) at large members,
879 meeting the eligibility requirements for elective officers, and shall neither be City
880 officers or employees nor nominees or candidates for elective office. They shall serve for
881 three (3) year terms. The appointment of members of such board shall be based upon
882 their knowledge and experience in property valuation. The members of the board shall be
883 appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in the
884 board shall be filled by appointment for the remainder of the unexpired term. The
885 membership of the board shall annually, in February, elect from within the board both a
886 chairperson and a vice-chairperson. Neither the Mayor nor any Councilperson shall serve
887 on this Board. The Assessor shall be the Clerk/Treasurer of the board and shall be
888 entitled to be heard at its sessions, but shall have no vote. All members shall hold office
889 until the member's successor is appointed. ([Charter Section 6.13](#))
890

891 T. **Cemetery Board of Trustees.** The members of the Cemetery Board of Trustees are
892 administrative officers of the City. The Cemetery Board of Trustees shall consist of five
893 (5) at large members serving indefinitely. The members of the board shall be appointed
894 directly by the Council upon recommendation by the City Manager and shall serve at the
895 pleasure of the City Council. Any vacancies in the board shall be filled by appointment
896 for the remainder of the unexpired term. The membership of the board shall annually, in
897 January, elect from within the board its chairperson and vice-chairperson. Neither the
898 Mayor nor any Councilperson shall serve on this Board. All members shall hold office
899 until the member's successor is appointed. Any administrative officer may be discharged
900 by the City Manager with conformation by the Council. ([City Code 26-2](#)) ([Charter](#)
901 [Section 4.7](#)) ([Charter Section 4.9a](#)) ([Charter Section 4.9f\(2\)](#))
902

903 U. **Corunna Area Ambulance Board.** The the Corunna Area Ambulance Service
904 (C.A.A.S.) Board of Directors consists of Seven (7) members; Two (2) City of Corunna
905 Elected Officials, Two (2) Caledonia Charter Township Elected Officials, and Three (3)
906 At-Large members appointed as follows:

- 907 - One (1) appointed by the City of Corunna.
- 908 - One (1) appointed by Caledonia Charter Township.
- 909 - One (1) appointed by New Haven Township.

910 The City of Corunna Elected Officials shall be Councilpersons or the Mayor appointed

911 by the Mayor, subject to the confirmation of the Council. The City of Corunna At-
912 Large

913 Member shall be appointed by the Mayor, subject to the confirmation of the Council. All
914 members shall hold office until the member's successor is appointed. Note: The current
915 composition of the board does not comply with the Ambulance Service Agreement.
916 [\(Ambulance Service Agreement\) \(Ambulance By-Laws\)](#)
917

918 **V. Community District Library Board of Directors.** The Community District Library
919 Board shall consist of seven (7) members. One (1) Representative each shall be appointed
920 by the legislative bodies party to the agreement, consisting of Burns Township, Hazleton
921 Township, Perry Township, Shiawassee Township, Venice Township, Caledonia Charter
922 Township, and the City of Corunna. They shall serve for four (4) year terms. The
923 Corunna representative to the board shall be appointed by Council. Any vacancies in the
924 board shall be filled by appointment for the remainder of the unexpired term. Each board
925 member shall be a resident and qualified elector of the Library District and a resident of
926 the appointing municipality. [\(Community District Library Agreement\)](#)
927

928 **W. Economic Development Fund Board.** The Economic Development Fund Board shall
929 consist of five (5) members. One (1) Councilperson appointed by the Mayor, one (1) City
930 Manager, one (1) City Treasurer, and two (2) at large members. They shall serve for three
931 (3) year terms. The at large members of the board shall be appointed by Mayor, subject to
932 the confirmation of the Council. Any vacancies in the board shall be filled by
933 appointment for the remainder of the unexpired term. The membership of the board shall
934 annually, in January, elect from within the commission a chairperson, vice-chairperson,
935 and secretary. The Mayor shall not serve on this Commission. All members shall hold
936 office until the member's successor is appointed. [\(Federal Register 24 CFR Part 570](#)
937 [Community Development Block Grants State Program, Final Rule\) \(State Act: Title 1](#)
938 [Housing and Community Development Act of 1974 \(42 USC 5300 ET SEQ\)\)](#)
939

940 **X. Fire Board.** The Fire Board shall consist of Five (5) members serving for six (6) year
941 terms; two (2) representatives from the City of Corunna, two (2) representative from
942 Caledonia Township, and one (1) at large member elected by the other four members.
943 The Corunna representatives of the board shall be Councilpersons or the Mayor
944 appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in the
945 board shall be filled by appointment for the remainder of the unexpired term. All
946 members shall hold office until the member's successor is appointed. [\(Corunna-](#)
947 [Caledonia Fire Agreement\)](#)
948

949
950
951
952 **Y. Wastewater Treatment Board.** The Wastewater Treatment Review Board shall consist
953 of four (4) members. One (1) shall be a representative from the City of Owosso, one (1)
954 shall be a representative from the City of Corunna, one (1) shall be a representative from
955 Owosso Township, and one (1) shall be a representative from Caledonia Township. Each
956 Representative shall have an Alternate named by the Municipality. The representative for
957 Corunna shall be the City Manager, subject to appointed by the Mayor and confirmation
958 of the Council. The Alternate shall be the Department of Public Works Superintendent,
959 subject to appointed by the Mayor and confirmation of the Council. Neither the Mayor
960 nor any Councilperson shall serve on this Commission. All members shall hold office

until the member's successor is appointed. The alternate shall be required to attend a minimum of 50% of the regular meetings of the Wastewater Treatment Board.
(Wastewater Treatment Agreement)

Z. Charter Review Committee. The Charter Review Committee shall be an Ad-hoc Committee of the Committee of the Whole. Appointments shall be made by the Committee of the Whole as desired. Committee members shall serve at the pleasure of the Committee of the Whole.

AA. SATA Board of Directors. The SATA Board shall consist of two (2) Corunna Representatives, two (2) Perry Reps, two (2) Durand Reps, two (2) Owosso Reps, and two (2) RESD Reps. One (1) additional Rep is appointed to represent each public agency that becomes a party to the agreement. The Board of Directors appoints one (1) At Large member if needed to bring the total members to an odd number. The Corunna representatives of the board shall be comprised of Councilpersons, or the the Mayor appointed by the Mayor, subject to the confirmation of the Council. Any vacancies in the board shall be filled by appointment for the remainder of the unexpired term. All members shall hold office until the member's successor is appointed. (SATA Agreement)

AB. Owosso/Corunna Area Shiawassee Regional Chamber of Economic Development Committee. Community Service Organization with the City of Corunna represented by the City Manager and appointment as per the Shiawassee Regional Chamber of Commerce Board of Directors.

AC. Facilities Review Committee. The Facilities Review Committee shall be an Ad-hoc Committee of the Committee of the Whole. Appointments shall be made by the Committee of the Whole as desired. Committee members shall serve at the pleasure of the Committee of the Whole.

AD. Labor Negotiations Committee. The Labor Negotiations Committee shall be an Ad-hoc Committee of the Committee of the Whole. Appointments shall be made by the Committee of the Whole as desired. Committee members shall serve at the pleasure of the Committee of the Whole.

AE. Dam Review Committee. The Dam Review Review Committee shall be an Ad-hoc Committee of the Committee of the Whole. Appointments shall be made by the Committee of the Whole as desired. Committee members shall serve at the pleasure of the Committee of the Whole.

AF. Heritage Park Committee: The Heritage Park Committee shall consist of three (3) at large members. They shall serve indefinitely. The members of the committee shall be appointed directly by the Council upon recommendation by the Mayor and shall serve at the pleasure of the City Council. The membership of the committee shall annually, in January, elect from within the committee a chairperson, vice-chairperson and secretary. Neither the Mayor nor any Councilperson shall serve on this committee. All members shall hold office until the member's successor is appointed. Any committee member absent from three consecutive meetings, without approval, will be considered for removal from the committee.

1010

1011

1012 **X. Certificate of Adoption**

1013

1014 Certified to be a complete and accurate set of the Rules of the City Council of the City of
1015 CORUNNA ammended and adopted by resolution at its regular meeting held November 21,
1016 2005.

1017

1018

1019

1020

1021

1022

1023 Nichole Cowdrey, Clerk/Treasurer

1024 City of CORUNNA